Maintaining User Accounts

STEP 1   Click on the **Utilities** hyperlink on the ECF Main Menu Bar. **(See Figure 1.)**

STEP 2   The **UTILITIES EVENTS** screen displays.

❏   Click the **Maintain Your ECF Account** hyperlink.

STEP 3   The **MAINTAIN USER ACCOUNT** screen displays. This screen will allow you change all information except for your email account and your password.

❏   Update any applicable information on this screen.

❏   Click the **[Email Information]** button. The screen that displays will allow you to make changes as follows:

■   Change your primary email address.

■   Add additional email addresses. (This function will allow you to receive email at the primary and secondary addresses or the secondary addresses only. You may want to use this to receive email at home or have your secretary receive it.)

■   Add additional cases that you are not a party to, to receive notices. (Type the case number of the cases you are not a party to but wish to receive email and check the additional cases box.)

■   Receive an individual notice for each filing or receive a daily summary report. (If you choose the individual notice, you will receive an email every time something is filed in the case. The summary report will list everything filed for that day in one email.)

■   Receive notices in html format or txt format.

❑   After making the necessary changes click the **[Return to Account Screen]** button.

❑   If you need to change your login and/or password click the **[More User Information]** button.

   ■   Type in your new login in the Login box.

   ■   Type in your new password in the Password box. Once you get out of this screen the password you entered will change to stars (i.e. *********), so you **MUST REMEMBER THE PASSWORD** or you will not be able to access ECF. If this happens call the court to receive a new password.

➢   **NOTE:** ECF is case sensitive. It is important to remember the way that you have typed in your login and password when making a change, because you must type them in the same way when you log on to ECF. (i.e. if you set up your login and password using all caps, then you must use all caps when you log on to ECF.)

❑   After making the necessary changes click the **[Return to Account Screen]** button.

❑   Click the **[Submit]** button.

❑   The next screen will allow you to select which cases you want to apply your changes to.

   ■   The default is set to update all cases.

   ■   To update select cases only, hold the Ctrl key while clicking on the cases you want. Only the cases you highlight will be updated.

   ■   The screen will caution you that "if you modified name, SSN, Tax ID or Bar ID on the previous screen, the new values will be recorded for ALL cases to which the person is linked. Modifications for other items will be recorded ONLY for those cases you select."

❑   Click the **[Submit]** button.

❑   The changes will be made **ONLY** to the cases that were selected.